

The Insolvency Act 1986

**Administrator's progress report**

Name of Company  
Abacus Care (Home Care and Nursing  
Services) Limited

Company number  
02926436

In the  
High Court of Justice, Chancery Division,  
Leeds District Registry

[full name of court]

Court case number  
492 of 2014

(a) Insert full name(s) and  
address(es) of the  
administrator(s)

I / We (a) John Russell of Begbies Traynor (SY) LLP, Kendal House, 41 Scotland Street, Sheffield S3 7BS  
Sheffield North@Begbies-Traynor.com and Gareth David Rusling of Begbies Traynor (SY) LLP, Kendal  
House, 41 Scotland Street, Sheffield S3 7BS

administrator(s) of the above Company attach a progress report for the period

(b) Insert dates

from

to

(b) 21 August 2015

(b) 25 August 2015

Signed

Joint Administrator(s)

Dated

7 October 2015

**Contact Details:**

You do not have to give any contact information in the box opposite but if you do, it will help Companies House to contact you if there is a query on the form. The contact information that you give will be visible to searchers of the public record.

Begbies Traynor (SY) LLP

Kendal House, 41 Scotland Street, Sheffield, S3 7BS Sheffield North@Begbies-Traynor.com

Tel Number 0114 2755033

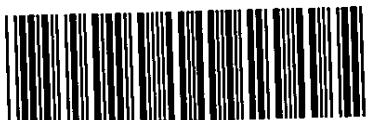
Fax Number 0114 2768556

DX Number

When you have completed and signed this form please send it to the Registrar of Companies at

Companies House, Crown Way, Cardiff, CF14 3UZ

DX 33050 Cardiff



\*A4HQJL56\*

A04

10/10/2015

#122

COMPANIES HOUSE

SATURDAY

**ABACUS CARE (HOME CARE AND NURSING SERVICES) LIMITED  
IN ADMINISTRATION**

---

**PROGRESS REPORT TO CREDITORS  
PURSUANT TO RULE 2.112 OF THE INSOLVENCY RULES 1986**

---

**John Russell & Gareth David Rusling  
Joint Administrators  
(Gareth David Rusling replacing C M White as detailed at Paragraph 1.4 of this Report)  
The P&A Partnership Limited  
Kendal House  
41 Scotland Street  
Sheffield  
S3 7BS**

## **CONTENTS**

- 1 Statutory Information
- 2 Strategy
- 3 Progress of the Administration
- 4 Assets still to be Realised
- 5 Investigations
- 6 Receipts and Payments
- 7 Post-Appointment Professional Fees
- 8 Creditors' Rights
- 9 Estimated Outcome
- 10 Ending the Administration
- 11 Future Reporting

## **APPENDICES**

Receipts and Payments Account for the Period 21 August 2015 to 25 August 2015	Appendix A
Time Cost Summary for the Period 21 August 2015 to 25 August 2015	Appendix B
Time Cost Summary for the Entire Period of Administration	Appendix C
Creditors guide to the Fees, Expenses and Disbursements Charged by The P & A Partnership Limited rates Applicable from 1 <sup>st</sup> February 2015	Appendix D

**IN THE MATTER OF ABACUS CARE (HOME CARE AND NURSING SERVICES)  
LIMITED ("the Company")**

**AND**

**IN THE MATTER OF THE INSOLVENCY ACT 1986**

**PROGRESS REPORT TO CREDITORS  
PURSUANT TO RULE 2.112  
OF THE INSOLVENCY RULES 1986**

**1. STATUTORY INFORMATION**

- 1 1 On 24 April 2014 the directors filed a Notice of Appointment of Administrators pursuant to Paragraphs 22 and 29 of Schedule B1 to the Act Christopher Michael White and John Russell of The P&A Partnership Limited, Kendal House, 41 Scotland Street, Sheffield S3 7BS (Formerly of The P&A Partnership) 93 Queen Street, Sheffield S1 1WF were appointed Joint Administrators of the Company
- 1 2 The Administration is registered in the High Court of Justice, Chancery Division, Leeds District Registry under reference number 492 of 2014
- 1 3 The Joint Administrators are licensed to act as Insolvency Practitioners in the UK by the Insolvency Practitioners Association In accordance with Paragraph 100 (2) of Schedule B1 to the Act, the Joint Administrators may exercise any or all of their functions acting jointly or alone
- 1 4 Christopher Michael White resigned from office as Joint Administrator of the Company By an order of the High Court of Justice, dated 14 August 2014, Gareth David Rusling of this office was appointed Joint Administrator in his place Gareth David Rusling is licenced as an Insolvency Practitioner by the Insolvency Practitioners Association
- 1 5 The trading address of the Company was 71-73 New Court Way, Ormskirk Lancashire L39 2YT
- 1 6 The registered office of the Company is Kendal House, 41 Scotland Street, Sheffield S3 7BS and its registered number is 02926436
- 1 7 Previously, the Administration period was extended by a further six months by the consent of the Company's preferential and unsecured creditors This was in order to allow sufficient time for the outstanding book debts, directors' loan accounts and remaining assets to be realised

Despite pursuing the above, these balances remain outstanding Therefore, in order that we can attempt to collect these outstanding balances and realise the remaining assets, I am writing to request an extension of the Administration period for a further eighteen months by consent of the Court

## **2. STRATEGY**

2 1 Our Proposals ('Proposals') for achieving the purpose of Administration were approved by creditors on 9 June 2014. The main objective of the Administration was to achieve a better result for the Company's creditors as a whole than would be likely if the Company were wound up without first being in Administration, as it was believed a distribution would be available to the unsecured creditors.

2 2 In addition to the above, it was also anticipated that the preferential creditors would be repaid in full. Final claims have been received totalling £2,082.11 which have been discharged in full in this matter.

2 3 As detailed in our previous report, I am required to update you on the progress in the Administration and would advise that the outcome to the unsecured creditors continues to remain uncertain at present. This is based on the uncertainty in relation to the outcome of the matters detailed below -

- Realisation of the three outstanding directors' loan accounts
- Realisation of the remaining outstanding book debts

A full detailed explanation of the above outstanding issues is detailed in Section 3 and 5 of this report.

## **3. PROGRESS OF THE ADMINISTRATION**

3 1 As reported previously, in addition to the Company's assets which were sold to Total MotoX Limited, a small number of assets which were in the possession of one of the Company's directors were uplifted by our agents, Charterfields Limited International Independent Asset Consultants ('Charterfields'). These assets were included in an online auction sale which was held on 2 March 2015 and closed on 11 March 2015. Funds totalling £710 plus VAT were realised from the sale of the two Tyros keyboards. The phone system did not sell at the auction and was subsequently scrapped. Ownership is yet to be determined in respect of the Tyros keyboards.

3 2 With regard to the iPhone and computer, these were uplifted by Charterfields however, at the request of one of the Company's directors, we agreed to release these items to a forensic investigator on the basis that these were returned to Charterfields. Despite pursuing the delivery up of these items, these have not been received and their whereabouts are currently unknown. Charterfields are currently attempting to locate these items. Ownership is yet to be determined with regard to the computer however the iPhone is owned by the Company.

3 3 In addition to the above items, there remains a TEAC recording machine and two iPad's and a Thinkpad. Ownership is yet to be determined with regard to the TEAC recording machine with the two iPad's and Thinkpad being included within the directors' overdrawn loan accounts. Charterfields are chasing information with regard to the ownership of the TEAC recording machine.

3 4 Ownership has yet to be determined with regard to the Tyros keyboards, the computer and the TEAC recording machine.

- 3 5 Any funds realised in respect of assets owned by the associated Company, Abacus Care Home Care & Nursing Services (Ormskirk) Limited – In Administration (“Ormskirk”), will require transferring, once ownership has been established
- 3 6 With regard to the purchase of the plane and boat and diversion of Company monies, following the issuing of a letter before action by our solicitors, hlw Keeble Hawson Solicitors (“hlw”), hlw have written to one of the directors to request their availability to a mediation meeting, in an attempt to resolve the outstanding matters. At present, we are awaiting a response. Following the outcome of this meeting, hlw will then write to the remaining two directors’ requesting their availability in order that an identical mediation meeting can be held to discuss the issues that remain outstanding
- 3 7 In the event that the above issues are not resolved during the proposed mediation meetings, we will look at the merits of issuing proceedings to pursue this matter further
- 3 8 With regard to the Company’s outstanding book debt ledger, initially, our Specialist Debt Recovery Team were pursuing the ledger however, all avenues have now been exhausted with regard to collections. A small number of debtors who were represented by a firm of solicitors was passed to hlw for their advice and to pursue. Full and final settlement offers were agreed with funds totalling £13,500 being realised from this source
- 3 9 With regard to the remaining ledger, we have collated substantiating documentation we currently hold in order that hlw can review the collectability and potential full and final settlement offers that can be achieved. At present, we do not anticipate that any further realisations will be achieved from this source

#### **4 ASSETS STILL TO BE REALISED**

- 4 1 As detailed at paragraph 3 8, our Specialist Debt Recovery Team have exhausted all avenues with regard to collections. However, given a small number of full and final settlements have been agreed by hlw with various debtors, the remaining debtors have been passed to hlw for their advice in regard to the collectability.
- 4 2 As mentioned previously, Charterfields collected a small number of assets which consisted of a phone system, iPhone, two Tyros keyboards and a computer. With the exception of the iPhone and computer, the remaining assets were included within an online auction on 2 March 2015 with a close date of 11 March 2015. The Tyros keyboards realised the sum of £710 plus VAT however, the phone system did not sell and was therefore scrapped. Ownership is yet to be determined in respect of the Tyros keyboards
- 4 3 The iPhone and computer was not included within the auction as a request was received from one of the Company’s directors as to whether we would release the assets to a forensic investigator for examination. The Joint Administrators agreed to this course of action on the basis that once the investigations had been concluded, these would be returned to Charterfields for sale. Despite chasing the return of these assets, these were not forthcoming. We were later informed that these had been returned to the director despite providing instructions to deliver these to Charterfields. Upon contacting the director, we have been advised that the whereabouts of these assets are unknown. We are continuing to attempt to locate these assets

- 4 4 There still remains a computer and a TEAC recording machine to be uplifted. However, please note that the ownership of the TEAC recording machine and the computer is yet to be determined.
- 4 5 With regard to the two iPad's and the Thinkpad, these items have yet to be located and uplifted. However, these are included within the directors' overdrawn loan account balances.

## **5. INVESTIGATIONS**

- 5 1 In accordance with the Company Directors Disqualification Act 1986 we have submitted a report on the conduct of the directors/director of the Company to The Department for Business Innovation & Skills ("DBIS"). The contents of the report are confidential therefore cannot be disclosed to the creditors.
- 5 2 Shortly after appointment, we made an initial assessment of whether there could be any matters that might lead to recoveries for the estate and what further investigations may be appropriate. This assessment took into account information provided by creditors either at the initial meeting (where held) or as a response to our request to complete an investigation questionnaire. The investigations revealed the following issues:

### **Concealment of Assets**

As detailed at paragraph 4.2, the only asset which was realised during the online auction was the Tyros keyboards which realised the sum of £710 plus VAT. The phone system did not sell at the auction therefore, was subsequently scrapped.

With regard to the computer and iPhone which were collected, these are yet to be located following their release to a forensic investigator. We are continuing to attempt to locate these assets.

The TEAC recording machine has yet to be uplifted as ownership of this item is disputed.

As detailed at paragraph 4.5 the two iPad's and the Thinkpad have yet to be located and uplifted.

### **Purchase of Plane & Boat**

Following our request for additional information, we await further documentation.

### **Diversion of Company Monies**

As advised previously, during our review of the Company's bank accounts, various transactions were identified wherein the Joint Administrators requested further information. Despite our requests, insufficient information/documentation has been provided.

### **Valuation of Company**

As detailed above various transactions were identified and information has been requested from the directors.

Following our requests for information and the issuing of a letter before action in respect of the above matters, we believe that the next step is to hold a mediation meeting in an attempt to resolve the outstanding matters and to avoid any potential Court action. hlw have written to one of the Company's directors requesting their availability. We are currently awaiting a response. Once this meeting has been held, hlw will write to the remaining two directors for confirmation of their availability to an identical mediation taking place, in an attempt to resolve the outstanding issues.

## **6. RECEIPTS AND PAYMENTS**

- 6.1 A summary of our Receipts and Payments covering the period 21 August 2015 to 25 August 2015, together with a cumulative total for the entire period of Administration is enclosed at Appendix A.

## **7. POST APPOINTMENT PROFESSIONAL FEES**

- 7.1 The Company's unsecured and preferential creditors have approved that the basis of our remuneration be fixed by reference to time properly spent by us and our staff in managing the Administration.
- 7.2 Our time costs for the period from 21 August 2015 to 25 August 2015 total £357.70. This represents 2.00 hours at an average rate of £178.85 per hour. Attached as Appendix B is a Time Analysis which provides details of the activity costs incurred by staff grade during this period in respect of the costs fixed by reference to time properly spent by us in managing the Administration. To date, no fees or disbursements have been drawn on account, during this period.
- 7.3 A justification for our time costs since the date of our last report is provided below:-
- 7.3.1 Corresponding with hlw in relation to the mediation meetings to be held to discuss the outstanding matters as detailed in Section 5 of this report.
- 7.3.2 Preparing the relevant paperwork and report in connection with the proposed Court extension.
- 7.3.3 The above is in addition to the Joint Administrators' statutory duties which includes statutory reporting to the Company's creditors.
- 7.4 Also attached as Appendix C is a Cumulative Time Analysis for the period from 24 April 2014 to 25 August 2015 which provides details of our time costs since appointment.
- 7.5 A Creditors' Guide to Administrators' Fees is available and provides explanations of creditors' rights. This can be accessed via the Internet at [www.thepandagroup.co.uk/requirements](http://www.thepandagroup.co.uk/requirements) or alternatively a copy can be requested by telephoning The P&A Partnership Limited Help Desk +44 (0)114 275 5033.
- 7.6 Enclosed at Appendix D is additional information in relation to The P&A Partnership Limited's policy on staffing, the use of subcontractors, disbursements and details of our current charge out rates by staff grade.



7 7 Additional post-appointment professional costs are as follows -

7 7 1 We have retained the services of Charterfields and they are to be paid a fee equating to 10% of the sales consideration plus disbursements. Charterfields have received the sum of £237 which is in relation to disbursements. However, as ownership of the Tyros keyboards have yet to be determined, an element of these disbursements may have to be transferred to Omnskirk. Charterfields do not have any further outstanding fees or disbursements.

7 7 2 hlw remain instructed to provide legal advice and are currently assisting with the outstanding matters detailed in Section 5 of this report. At present, hlw are in the process of arranging a mediation meeting between the Company's directors in an attempt to resolve the outstanding issues in this matter. In addition, hlw are also assisting in the preparation of the application to Court in order to obtain the Courts consent to the extension of the Administration period of a further eighteen months. hlw's remuneration is calculated on a time cost basis. hlw have not received any fees or disbursements during the period of this report. However, hlw have outstanding costs incurred to date totalling £717. In addition, future costs associated with the application to Court are expected to be in the region of £1,000.

## **8. CREDITORS' RIGHTS**

8 1 Any secured creditor, any unsecured creditor with the concurrence of at least 5% in value of the unsecured creditors (including that creditor), or an unsecured creditor with the permission of the Court, has a period of twenty one days from the date of receipt of this progress report to request further information in respect of our remuneration and expenses.

8.2 Any secured creditor, any unsecured creditor with either the concurrence of at least 10% in value of the creditors (including that creditor), or an unsecured creditor with the permission of the Court, may make an application to the Court on the grounds that the remuneration charged and or expenses incurred by us are excessive or the basis fixed for our remuneration is inappropriate. Such an application to the Court must be made within eight weeks of the date of receipt of this progress report.

## **9. ESTIMATED OUTCOME**

### **9 1 Secured Creditor (s)**

Following a review at Companies House, there are no charges registered against the Company.

### **9 2 Preferential Creditors**

Prior to our appointment, the Company employed one individual. This employee resigned their employment prior to the Company entering Administration. Initially, it was therefore anticipated that preferential creditor claims would total approximately £800.

As advised previously, we were made aware of an Employment Tribunal which was issued against the Company for unfair dismissal, prior to our involvement. This matter has now been agreed and finalised.

On this basis, the RPO have now submitted their final claim within the Administration totalling £1,332 and £750 in respect of the RPO and employees claims respectively. These claims have now been discharged in full within the Administration.

### **9.3 Unsecured Creditors**

The Company's books and records indicated that the claims of the unsecured creditors would be in the region of £259,531.

Creditor claims received to date total £68,007.99. However, as stated in Section 2, at present, it is uncertain as to whether there will be sufficient realisations to enable a distribution to this class of creditor, based on the explanations provided within that Section. Therefore, I will report to you on anticipated dividend prospects once this matter has been finalised.

- 9.4 Within the Act there are provisions for a fund, called the Prescribed Part, to be set aside for distribution to the unsecured creditors. The fund is calculated on the net realisations of property subject to a floating charge contained in a debenture created on or after 15 September 2003. As there is no security held against the Company, the above provisions will not apply.

## **10 ENDING THE ADMINISTRATION**

- 10.1 We propose to extend the period of the Administration by a further eighteen months to allow sufficient time to realise outstanding monies and assets as detailed in Sections 4 and 5 of this report. Therefore, we are currently in the process of making an application to Court to request an extension in this matter.
- 10.2 Once all outstanding funds have been realised and all matters have been concluded within the Administration, we will establish whether there will be sufficient funds to enable a distribution to be made to the unsecured creditors. At present, as stated in Section 2, it is uncertain as to whether this will be achieved. If no distribution is available to the unsecured creditors, the Company will proceed to dissolution. However, if there are sufficient funds to enable a distribution, steps will be taken to apply to Court in order that we are able to distribute within the Administration. These options were detailed within our Proposals, approved by creditors on 9 June 2014.
- 10.3 We will be discharged from liability under Paragraph 98(3) of Schedule B1 to the Insolvency Act 1986 immediately upon our appointment as Administrators ceasing to have effect.

## **11. FUTURE REPORTING**

- 11.1 We are required to provide a further progress report within one month of the expiry of the next six months of the Administration or sooner if administration has concluded or if it proves necessary to extend the period of the Administration.

Dated this 25th day of August 2015

A handwritten signature in black ink, appearing to be 'J Russell', written over a horizontal line.

**John Russell**  
**Joint Administrator**  
**Acting as agent of the Company**  
**without personal liability**

**ABACUS CARE (HOME CARE AND NURSING SERVICES) LIMITED  
IN ADMINISTRATION**

**APPENDIX A**

**RECEIPTS AND PAYMENTS ACCOUNT FOR THE PERIOD 21 AUGUST 2015 TO  
25 AUGUST 2015**

**(TOGETHER WITH A CUMULATIVE TOTAL FOR THE ENTIRE PERIOD OF  
ADMINISTRATION)**

ABACUS CARE (HOME CARE & NURSING SERVICES) LIMITED

RECEIPTS & PAYMENTS ACCOUNT  
21 AUGUST 2015 to 25 AUGUST 2015

	Statement of Affairs (£)	21/08/2015 to 25/08/2015 (£)	24/04/2014 to 25/08/2015 (£)
<b>RECEIPTS</b>			
Server, Software & Telephone System	350	-	350 00
Intellectual Property	Uncertain	-	-
Motor Vehicle - Suzuki Swift	2,400	-	2,520 00
Motor Vehicle - Van - JIL 4351	5,000	-	5 000 00
Book Debts	Uncertain	-	13 500 00
Contribution to Costs	-	-	5,000 00
Furniture & Equipment	-	710 00	710 00
Cash at Bank	27,163	-	27,162 52
Directors Loan a/c Mrs J Fielding	17,414	-	-
Directors Loan a/c Mrs K Fielding-Link	8,685	-	-
Directors Loan a/c Mr N Fielding	4,311	-	-
Bank Interest Gross	-	-	6 08
Utilities Refunds	-	-	16 56
		<u>710 00</u>	<u>54,265 16</u>
<b>PAYMENTS</b>			
Pre Appointment Legal Fees	-	-	1,832 00
Pre Appointment Legal Disbursements	-	-	125 00
Post Appointment Legal Fees	-	-	16 461 50
Post Appointment Legal Disbursements	-	-	2 50
Pre-Administration Fees	-	-	10,578 00
Office Holders Fees	-	-	10,000 00
Specific Bond	-	-	264 00
Incidental Outlay - Category 2 Disbursements	-	-	-
Pre-Appointment Mileage	-	-	7 25
Pre-Appointment Searches	-	-	5 94
Mileage	-	-	113 84
Postage	-	-	132 01
Storage	-	-	900 00
Pre Appointment Agents Fees	-	-	150 00
Pre Appointment Agents Disbursements	-	-	250 00
Post Appointment Agents Fees	-	-	2,100 00
Post Appointment Agents Disbursements	237 00	-	586 75
Statutory Advertising	-	-	151 64
PR Fees	-	-	150 00
BIS RPO - National Insurance Fund	-	-	1,332 47
Employees - Preferential Creditors	-	-	749 64
Insurance of Assets	-	-	238 50
		<u>237 00</u>	<u>46,131 04</u>
<b>Balance</b>			<u>8,134 12</u>
<b>Balance in Hand represented by</b>			
Interest bearing account		6 458 72	
Non-interest bearing account		-	
VAT Receivable		<u>1,675 40</u>	
		<u>8,134 12</u>	

**ABACUS CARE (HOME CARE AND NURSING SERVICES) LIMITED  
IN ADMINISTRATION**

**APPENDIX B**

**TIME COST SUMMARY FOR THE PERIOD 21 AUGUST 2015 TO 25 AUGUST 2015**

**SIP 9 - Time & Cost Summary**

Period 21/08/15 25/08/15

## Time Summary

Hours						Time Cost (£)	Average hourly rate (£)
Classification of work function	IP/Director	Manager	Other Senior Professionals	Assistants	Total Hours		
Administration & planning	0 00	0 60	1 20	0 00	1 80	311 70	173 17
Investigations	0 00	0 00	0 00	0 00	0 00	0 00	0 00
Realisations of asse's	0 00	0 00	0 00	0 00	0 00	0 00	0 00
Trading	0 00	0 00	0 00	0 00	0 00	0 00	0 00
Creditors	0 00	0 00	0 00	0 00	0 00	0 00	0 00
Case specific matters	0 00	0 20	0 00	0 00	0 20	46 00	230 00
Pre Slip9 Time Recording	0 00	0 00	0 00	0 00	0 00	0 00	0 00
Total Hours	0 00	0 80	1 20	0 00	2 00	357 70	178 85
Total Time Cost (£)	0 00	184 00	173 70	0 00			

**ABACUS CARE (HOME CARE AND NURSING SERVICES) LIMITED  
IN ADMINISTRATION**

**APPENDIX C**

**TIME COST SUMMARY FOR THE ENTIRE PERIOD OF ADMINISTRATION**



**SIP 9 - Time & Cost Summary**

Period 24/04/14 25/08/15

## Time Summary

Classification of work function	Hours					Time Cost (£)	Average hourly rate (£)
	IP/Director	Manager	Other Senior Professionals	Assistants	Total Hours		
Administration & planning	19 40	13 75	93 56	6 30	133 01	27 116 36	203 87
Investigations	8 60	98 70	42 30	0 00	149 60	41,016 80	274 18
Realisations of assets	6 10	1 60	59 40	0 00	67 10	13 090 90	195 10
Trading	0 00	0 00	0 00	0 00	0 00	0 00	0 00
Creditors	7 90	18 00	13 95	1 50	41 35	9,617 45	232 59
Case specific matters	0 30	6 10	78 85	0 00	85 25	16 668 85	195 53
Pre Sip9 Time Recording	0 00	0 00	0 00	0 00	0 00	0 00	0 00
Total Hours	42 30	138 15	268 06	7 80	476 31	107 510 36	225 72
Total Time Cost (£)	14,133 50	39,777 00	53,287 86	312 00			

**ABACUS CARE (HOME CARE AND NURSING SERVICES) LIMITED  
IN ADMINISTRATION**

**APPENDIX D**

**CREDITORS GUIDE TO THE FEES, EXPENSES AND DISBURSEMENTS CHARGED BY THE  
P&A PARTNERSHIP LIMITED RATES APPLICABLE FROM 1 FEBRUARY 2015**

**Creditors Guide to the Fees, Expenses and Disbursements charged by The P&A Partnership Limited**  
**Rates applicable from the 1<sup>st</sup> February 2015**

## **Details of Insolvency Practitioners Licensing Bodies**

John Russell, Brendan Ambrose Guilfoyle, Gareth David Rusling, Ashleigh William Fletcher Jeremy Michael Bennett and Joanne Louise Hammond are all licensed by the Insolvency Practitioners Association of Valiant House 4-10 Heneage Lane London, EC3A 5DQ

## **Insolvency Practitioners Fees**

The Insolvency Rules 1986 entitles the Insolvency Practitioner to receive remuneration for his services and sets out the basis of how such remuneration shall be fixed which includes a percentage of the assets realised and monies distributed to creditors, a set amount, by reference to the time properly given by the office holders, their Directors and staff in attending to matters arising, or one or more of the above bases and different basis may be fixed for different things Where it has been agreed by resolution of the secured creditors, a creditor's committee or creditors generally, that the office holders remuneration will be calculated by reference to a time basis, then such remuneration will be calculated in units of 6 minutes at the following hourly standard rates -

Grade	Total Hourly Standard Rate
	£
Directors/Office Holders	365
Senior Managers	325
Managers	305
Senior Administrators	230
Administrators	191
Junior Administrators	80
Support	40

These are our current hourly charge out rates and are exclusive of value added tax. Rates are reviewed annually and creditors will be advised of any alteration thereto. In cases of exceptional complexity or risk, the insolvency practitioner reserves the right to obtain authority from the secured creditors creditor's committee or the creditors generally, that their remuneration be based on a higher rate to reflect such complexity or risk.

## **Debt Collection, Contested Asset Recovery and Related Services**

Contested debt collection will be referred to P&A Receivables Services PLC an associated company of The P&A Partnership Limited and its dedicated legal firm James Peters & Co. The fees of P&A Receivables Services PLC shall be charged by reference to the time properly given by their staff, such fees will be calculated in units of 6 minutes at the hourly rate of £80. P&A Receivables Services PLC may also be used to recover items such as plant and machinery, to locate debtors and to serve documents. The fees for work of this nature will be calculated in accordance with P&A Receivables Services PLC's standard rates.

James Peters & Co fees will be charged by reference to time costs properly incurred calculated in 6 minute units at an hourly rate of between £111 and £217, plus their disbursements. These fees are in accordance with the guideline rates for summary assessment of costs following consultation between the legal profession and the Designated Civil Judge and are typical of legal firms in this geographical area.

## **Expenses and Disbursements**

The payment of **Category 1** disbursements will be a charge against the estate to recover the actual cost of the disbursement paid out in respect of the administration of the estate, typically statutory advertising, searches, external room hire or travel expenses. A separate amount will be charged by way of an expense to recover the cost of **Category 2** disbursements for services provided by the insolvency practitioner's firm. **Category 2** disbursements will include storage of company's books and records at the insolvency practitioner's own storage facility. The books and records will be stored in banker's boxes and a storage fee will be charged at the rate of £7.50 per box per month. This charge covers the transportation of records from the company's premises, storage, retrieval of books and records in storage for administration purposes and the destruction of such books and records after the first anniversary of the completion of the insolvency administration. Travelling by motor vehicle on business for the administration of the insolvency will be charged to the estate per mile at the appropriate rate currently published by the "AA" for the type of vehicle and engine size used. All circulars will be sent out by first class post and the actual postage costs will be charged as an expense to the estate.

## **Introduction to Lending Sources**

The P&A Partnership Limited may make referrals to P&A Lender Services Ltd ('PALS') being an associated company. PALS and its authorised representatives are not authorised under the Financial Services and Markets Act 2000 or by the Financial Conduct Authority to provide specific investment advice but they may be able to introduce funding seeking parties ('FSP's') to one or more reputable lending services ('Lender').

In such circumstances where any party associated with the referral is subsequently subject to any formal insolvency procedure and the Directors of The P&A Partnership Limited are appointed office holders in relation to any formal insolvency, then any arrangement fees or commissions or payments becoming due to PALS (if any) from any Lender in respect of the acquisition or future trading of the business and assets of the insolvent party, will be paid into the realisation fund in the formal insolvency for the benefit of creditors.